

GOVERNMENT OF ADHRA PRADESH
ABSTRACT

Public services – Revenue (CT) department – Restructuring of staff based on workload assessment – Transfers and posting - Order to serve - Guidelines – Requested - Orders – issued.

REVENUE (COMMERCIAL TAXES) DEPARTMENT

G.O.Rt.No.666

Dated:26.07.2023.

Read the following:

1. G.O.Ms.No.71, Finance (HR.I-PLG.&Policy) Dept., dt.17.05.2023.
2. G.O.Ms.No.331, Revenue (CT) Dept., Dt.20.07.2023.
3. From the CCST, AP vide E-office file Number REV03-16027/12/2023-C SEC-CCT-Part(3) (Computer No.2146204).

ORDER:

In the G.O. 1st read above, orders have been issued for transfers and posting of employees and also directed to devise its own transfer guidelines relevant to the Commercial Taxes Department, which has unique operational systems.

2. In the reference 2nd read above, the Government issued orders restructuring the Commercial Taxes Department based on workload assessment.

3. In the reference 3rd read above, the Chief Commissioner of State Tax submitted the proposals for relaxation of ban period and transfer guidelines for the year 2023.

4. Government after careful examination of the proposal of the Chief Commissioner of State Tax hereby relax the ban on transfers and postings of employees in the Revenue (CT) Department for the period from 24.07.2023 to 07.08.2023 and also issue the following guidelines for transfers within the Commercial Taxes Department.

A. Transfer Guidelines:

- i. The existing ban on transfers of employees of the Commercial Taxes Department is hereby lifted from 24thJuly, 2023 to 07th August, 2023.
- ii. These guidelines apply to all the Gazetted and Non-Gazetted officers of the Commercial Taxes Department across all cadres.
- iii. These transfer guidelines are intended to govern transfers under the following circumstances:
 - a. To facilitate the implementation of the restructuring of the department for Nodal and Non-Nodal Divisions, Special Circles, High, Normal and Low workload circles, Regional Offices, Appellate Authority Offices, SR Office and Head Office as per G.O.Ms.No.331 Revenue (CT) Dept., dated 20.07.2023 without any minimum service condition in the particular station/ office.
 - b. Selection of employees to the newly constituted Special Functional Units at the Head Office i.e., IT/DAC, Legal and Training Units.

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- c. Request transfers of employees of those who have completed 2 years of service at a present post as on 31st July 2023.
 - d. Compulsory transfers of those who have completed 5 years of service at a station as on 31st July 2023.
 - e. If the officers work less than 2 years in the present post and less than 5 years in the present station, they will not normally be transferred except for transfers on administrative grounds.
- iv. Conditions for request transfers on chronic medical grounds: In cases where transfers are required on medical grounds, a committee headed by Secretary to CCST will examine the documentary evidence of all such requests and make suitable recommendations. Further, careful consideration will be given to assigning these individuals to units with low or normal workloads and JC office because their medical conditions may limit their ability to handle heavy workloads effectively. Preference will be given to below categories provided necessary documentation is submitted:
 - a. Employees with disabilities of 40% or more as certified by a competent authority as per the norms of "persons with disabilities".
 - b. Employees have mentally challenged children to a place where medical facilities are available.
 - c. Medical grounds for the diseases (either self or spouse or dependent children and dependent parents) of Cancer, Open Heart Operations, Neurosurgery, Kidney Transplantation to places where such facilities are available.
- v. In evaluating the performance of the Officers by the Divisional-level Committee the guidelines outlined in Circular CCSTs File.No.REV03-17038/90/2023-D SEC-CCT, dated 03.07.2023 should follow.

B. Service Tenure:

- i. Service tenure in all cadres at a duty station shall be counted for calculating the period of stay. Duty station means place (city/Town/Village) of actual working and not office or institution. The transfers in a particular duty station shall be affected based on the longest tenure in duty station worked in all cadres put together.
- ii. Officers and staff can be posted to Head Office/ Regional Office and transferred from Head Office / Regional Office as per administrative considerations and transfers will be taken up by the competent authority.
- iii. However, in certain Divisions/ Nodal Divisions/ Districts where there is mismatch between vacancies available and employees that need to be necessarily moved based on duty station tenure, transfers will be affected between the divisions in places namely Guntur, Vijayawada and Visakhapatnam. Whereas in all other cases, transfers shall be affected based on the longest tenure in duty stations worked in all cadres put together. While affecting transfers the employees will be listed based on descending order on tenure parameter and the employees with longest tenure will be moved, on priority.
- iv. The Gazetted and Non-Gazetted Officers who are due for superannuation within two years i.e., 31.07.2025 should be, as far as feasible, posted to the station of his/her choice or, to the nearest station, preferably in Office of Joint Commissioner (ST).

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C. Procedure for Transfers:

- i. The government will make transfers of Deputy Commissioners (ST) and above cadres. For Assistant Commissioner and Deputy Assistant Commissioner cadres, transfers shall be made by the Chief Commissioner (ST). The Nodal Joint Commissioners (ST)/Competent Authorities shall make transfers from the cadre of GSTO and below.
- ii. Transfer applications, both mandatory and request transfers, shall be submitted online in the Commercial Taxes Department portal, along with three options of his/her choice, either within the unit of administration or outside. The Joint Commissioners (ST) shall verify and submit the applications from the cadre of Dy. AC (ST) and above to the Head Office.
- iii. The transferring authority concerned shall submit all requests against the station other than those within one's unit of administration (for example, if a GSTO/SA working in Vijayawada Nodal Division requests a transfer to Visakhapatnam Nodal Division) to the Head Office for further consideration.
- iv. A committee of Senior Officers at the HO/Nodal Division wise, will be constituted by the CCST to examine the options of the officers / staff and recommend for transfers.
- v. The Committee will examine the option forms and online applications of the employees and, after due consideration of the documents and evidence produced in reference to their requests, make suitable recommendations for transfer to a particular station and Office.
- vi. The standing instructions on the transfers of office bearers of recognized Employees Associations as issued in Circular Memo No. GAD01-SWOSERA/27/2019-SW, GA (Services Welfare) Department, dt.15.06.2022 will apply.
- vii. Husband and wife cases (only one of the spouses shall be shifted following the prescribed procedure) once the facility is utilized, the next request can be made only after six years of Gazetted Officer and eight years for Non-Gazetted officer. In cases, where a request has already been exercised in the last six years, another cannot be considered this time.
- viii. Employees shall invariably be transferred from their existing station unless no such posts exist at a different station.
- ix. The requests of the employees having any charges /ACB/Vigilance cases pending against him/her shall not be considered for transfer. The Authority shall indicate the fact clearly against the name of that employee if there is any request for transfer.
- x. The Visually challenged Gazetted and Non-Gazetted Officers are exempted from transfers except when they make any specific request for transfers. As far as possible, these categories of choice subject to availability of a clear vacancy.
- xi. All transfers effected, where officers / staff indicated preference for stations shall be treated as request transfers for the purpose to sanction of TTA and other transfer benefits.

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- xii. Based on the recommendations of the Committee, all the transfers shall be affected by the Competent authorities as per the existing orders of delegation subject to the Government Orders that are in vogue. Before the issue of transfer orders, the list of employees transferred on order to serve basis shall be sent to CCST for issuing necessary orders.
- xiii. The transferring authority concerned is responsible for the implementation of the transfer orders in the most transparent manner possible without giving any scope for complaints / allegations. Any violation of these guidelines will be viewed seriously.
- xiv. The ban on transfers shall come into force with effect from 08.08.2023.

D. Allocation / posting of officers and staff:

- i. As far as possible allocation to a particular Division, within a zone/nodal division will be other than the present working division.
- ii. Posting of officers in Special Functional Units (SFU) such as IT / DAC, Legal and Training wings in CCST office will be as per the policy spelt out in circular No.REV03-17029/1/2023-D SEC-CCT, dt.07.05.2023.
- iii. a) The relocated posts shall be on tenure basis and the same are under clause 5(2)(c) of Presidential Order in public interest.

b) The competent authorities of the Department shall provisionally allocate the employees by way of "Orders to Serve", until orders on final allocation of employees are issued. Government hereby appoints the Chief Commissioner of State Tax, Joint Commissioner (ST) and Assistant Commissioners (ST), as the case may be, as 'Nodal Officers' for the purpose of lien, seniority, promotions and other service matters in respect of the employees who are provisionally allocated through "Orders to Serve", until orders on final allocation of employees are issued.
- iv. These posting and transfer guidelines would supersede all previous guidelines, issued in respect of the posting and transfer of the officers up to the rank of AC and the Heads of Divisions are requested to take suitable steps to implement these guidelines.

5. Any deviations from the above guidelines will be viewed seriously and the concerned transferring authority will be held responsible for such deviations.

6. The Chief Commissioner of State Tax, Andhra Pradesh, Guntur shall take further necessary action in the matter accordingly.

7. This orders issue with the concurrence of Finance Department in U.O.No.HROPDPP(TRPO)/180/2023, Dated.26.07.2023.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

N GULZAR

SECRETARY TO GOVERNMENT (CT) FINANCE

To

The Chief Commissioner of State Tax, Andhra Pradesh, Kunchanapalli, Guntur District.

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The Director, Treasuries and Accounts, A.P., Mangalagiri.
The Pay and Accountant Officer, Andhra Pradesh, Mangalagiri.
All District Treasury Offices in the State.

Copy to:

The Finance (HR) Department, A.P.Secretariat, Velagapudi.
The OSD to Hon'ble Minister (CT), A.P.Secretariat, Velagapudi.
The P.S. to Secretary to Hon'ble CM, A.P.Secretariat, Velagapudi.
The P.S. to Secretary to Government (CT) Finance, A.P.Secretariat,
Velagapudi.
Sf/Sc.

//FORWARDED:: BY ORDER//


SECTION OFFICER